Housing Mobility-related Services NOFO | FR-6700-N-87

Background and Instructions for Adequate Number of Moderately Priced Rental Units Tool

Updated on: May 31, 2023
Please note this document may be updated as we work to ensure the instructions are as clear as possible for PHAs.

Background

In section IV.G, "Other Submission Requirements," HUD describes the elements that must be submitted in the Form HUD-52515: Funding Application. In Part G, Soundness of Approach, applicants must submit their documentation that the PHA service area has an adequate number of moderately priced rental units.

> "Using a data tool of Zip Code Tabulation Areas (ZCTAs) provided by HUD at https://hud.maps.arcgis.com/apps/webappviewer/index.html?id=792603eb86cb4433a95e2b9bc34cdc86 submit a calculation showing that the PHA's service area (jurisdiction) has an adequate number of moderately priced rental units in opportunity areas. An adequate number of moderately priced rental units means that in the selected service area where at least 20 percent of the standard-quality rental stock within that service area is located in ZCTAs where the SAFMR is higher than 110 percent of the Metropolitan Area FMR."

In section V.A.1 "Rating Factors" HUD describes the rating factor for Availability of Moderately Priced Rental Units.

> "Rating Factor 3. Availability of Moderately Priced Rental Units | Points: 15
> This rating factor evaluates whether the PHA has an adequate number of moderately priced rental units. Rating factor 3 elements are submitted as part of the HUD 52515, Section G: Soundness of Approach. A PHA with an adequate number of moderately priced rental units will receive 15 points. A PHA that does not have an adequate number of moderately priced rental units will receive 0 points. As described in Section IV.G.2., an adequate number of moderately priced rental units means a selected service area where at least 20 percent of the standard-quality rental stock within that service area is located in ZCTAs where the SAFMR is higher than 110 percent of the Metropolitan Area FMR."

This document provides step-by-step instructions on how to use the Availability of Moderately Priced Rental Units tool. PHAs are strongly encouraged to read these instructions carefully and follow them to ensure the tool works properly. HUD also strongly encourages PHAs to begin using the GIS tool and completing their calculations sooner rather than later.

Step-by-Step Instructions for Adequate Number of Moderately Priced Rental Units Tool

The GIS data tool should be used by PHAs to submit their calculation for adequate number of moderately priced rental units. The GIS data tool has the following data elements pre-loaded into it:

- All PHAs
- An estimated service area for each PHA based on PIC data

- All zip code tabulation areas (ZCTAs) in the country
- The number of standard-quality-rental-stock units in the selected ZCTAs renting at less than 110% of the SAFMR where the SAFMR is more than 110% of the Metropolitan Area FMR.

PHAs use this data tool to click on the ZCTAs that they are defining as the PHA's service area in the demonstration. Once the PHA has selected all of the ZCTAs that are part of the PHA's service area, the tool will show:

- The total number of ZCTAs selected by the PHA
- The number of total rental units in the ZCTAs selected by the PHAs
- The number of standard-quality-rental-stock units in the selected ZCTAs where the SAFMR is more than 110% of the Metropolitan Area FMR

PHAs then will use these data points to calculate whether at least 20 percent of the standard-quality-rental-stock are in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR.

In their applications, the PHAs must submit the calculation as well as the full listing of ZCTAs that represent their service areas.

Troubleshooting

If you run into issues accessing the GIS tool, please consider the following:

- Internet speed – if the application is running slow, check your internet connection. HUD encourages PHAs to begin working on this portion of the application as early as possible so as to not overload the application in the weeks before the due date.
- Glitches loading the map – If the application seems glitchy, try clearing the internet browser cache or cookies. Also consider using either Chrome or Firefox for best results. And finally, check the screen zoom (see step 2) and adjust it to 80% or less.

Further instructions on how to navigate the GIS data tool are included in the following pages.

Step 1: Go to the GIS Tool [here](). We recommend using Chrome or Firefox for best results.
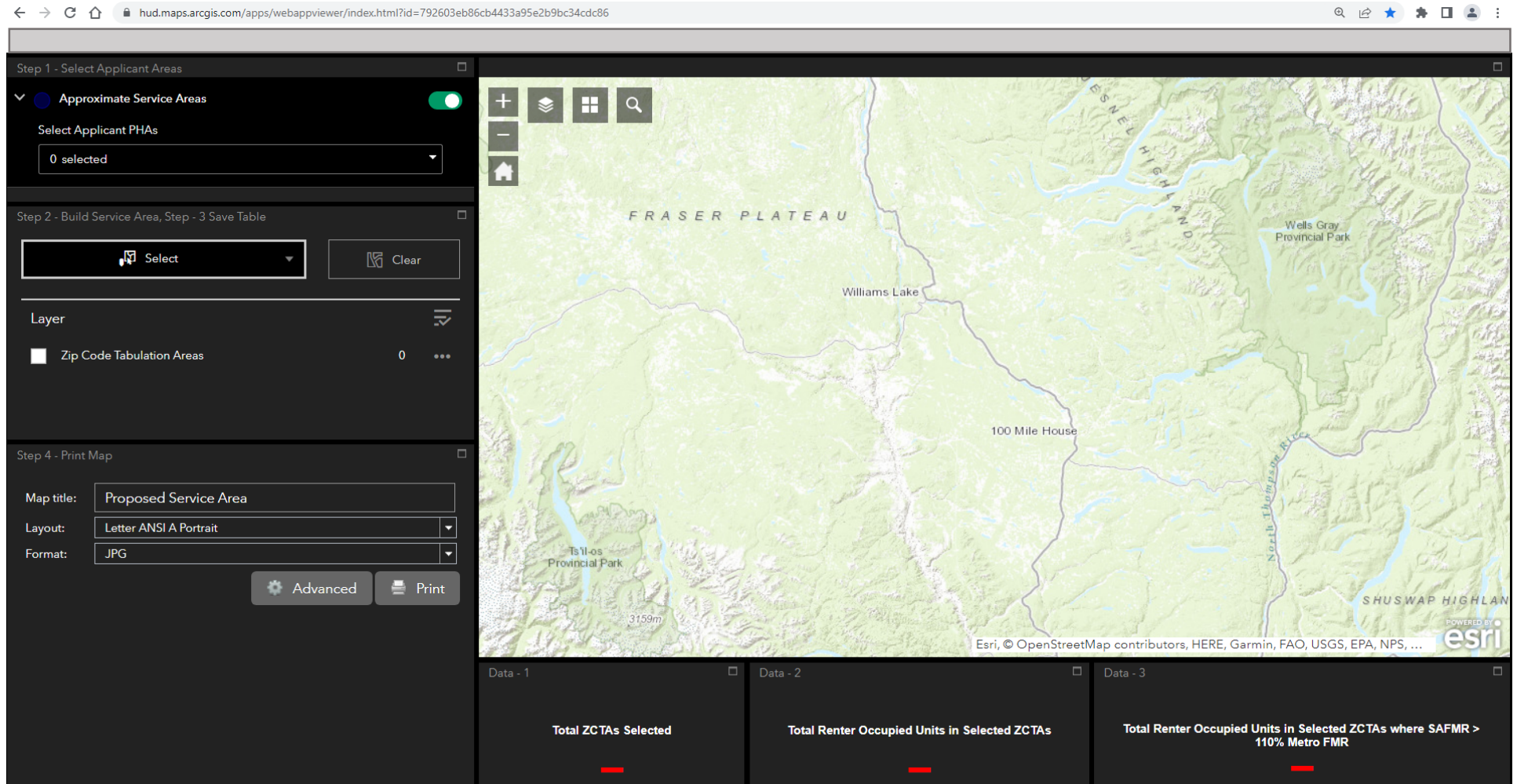
Step 2: Check the "zoom" setting on your browser. For best results, the zoom setting should be at least 90% or lower. The GIS application uses a lot of the available screen window, and having the screen zoomed out prevents the screen from resetting itself unexpectedly.

Step 3: Get familiar with the GIS tool.

- The initial GIS screen will show default to a map of "Fraser Plateau."
  - As you begin selecting your PHA specific information, the map will update to the geography you select.
- On the left-hand side of the screen, you'll see where you can select the:
  - Approximate service area
  - Applicant PHA
  - The addition of the "zip code tabulation areas (ZCTAs)"
  - Option to print the map
- At the bottom center of the screen you'll see the ongoing tabulation of:
  - The total ZCTAs selected
  - The total number of renter occupied units in the selected ZCTAs
  - The total number of renter occupied units in the selected ZCTAs renting at 110% or less than the SAFMR in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR.

Step 4: Click on the "approximate service area" toggle button. This will tell the GIS tool to pull in the estimated service area for the PHA selected. The estimated service area is based on data from PIC.
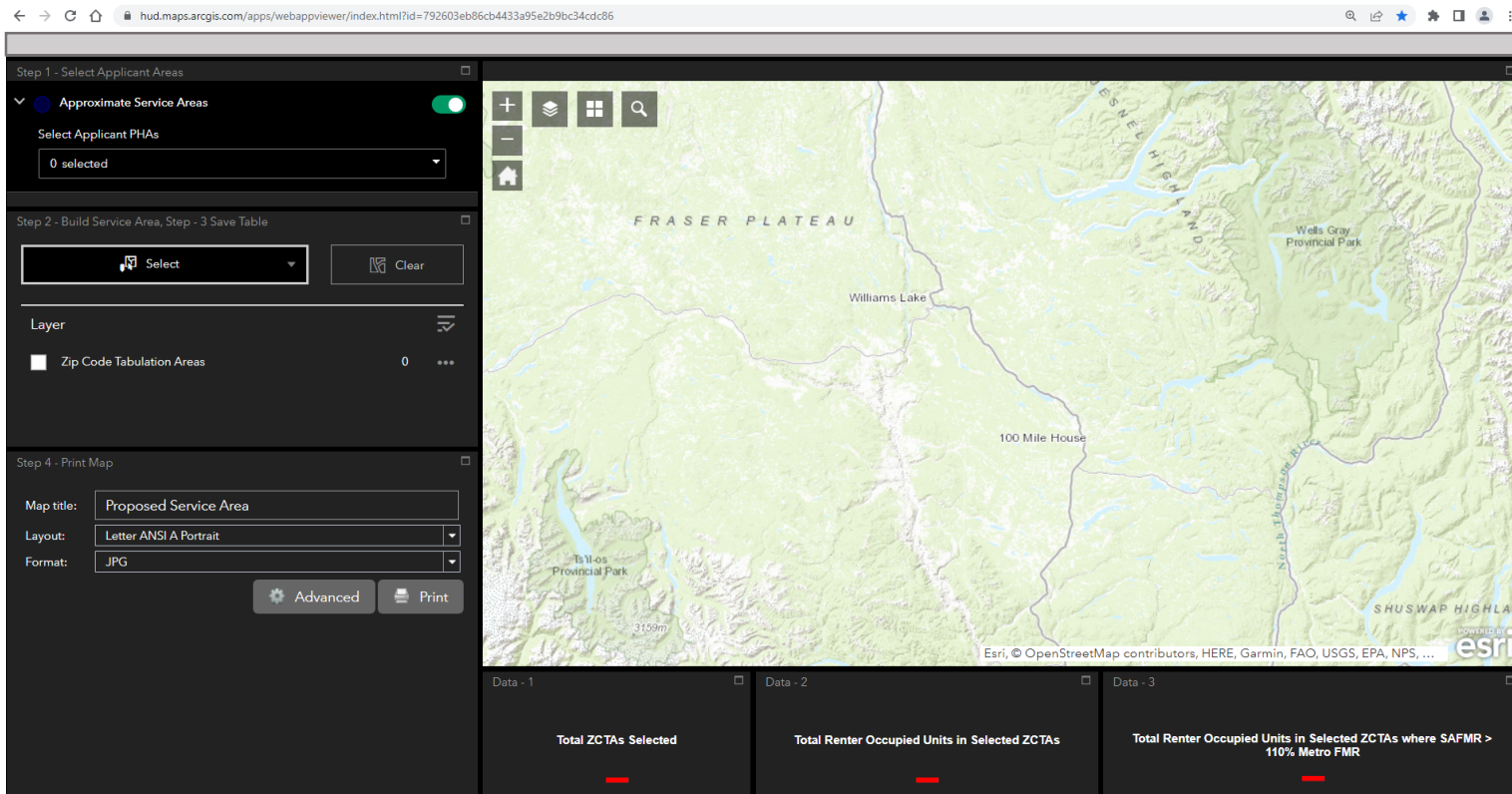
Step 5a: Select the PHA by using the drop down menu. The tool has functionality to select the applicant PHA by searching for the PHA or by scrolling down to find the PHA.

Step 5b: Select the PHA by its PHA code using the drop down menu.
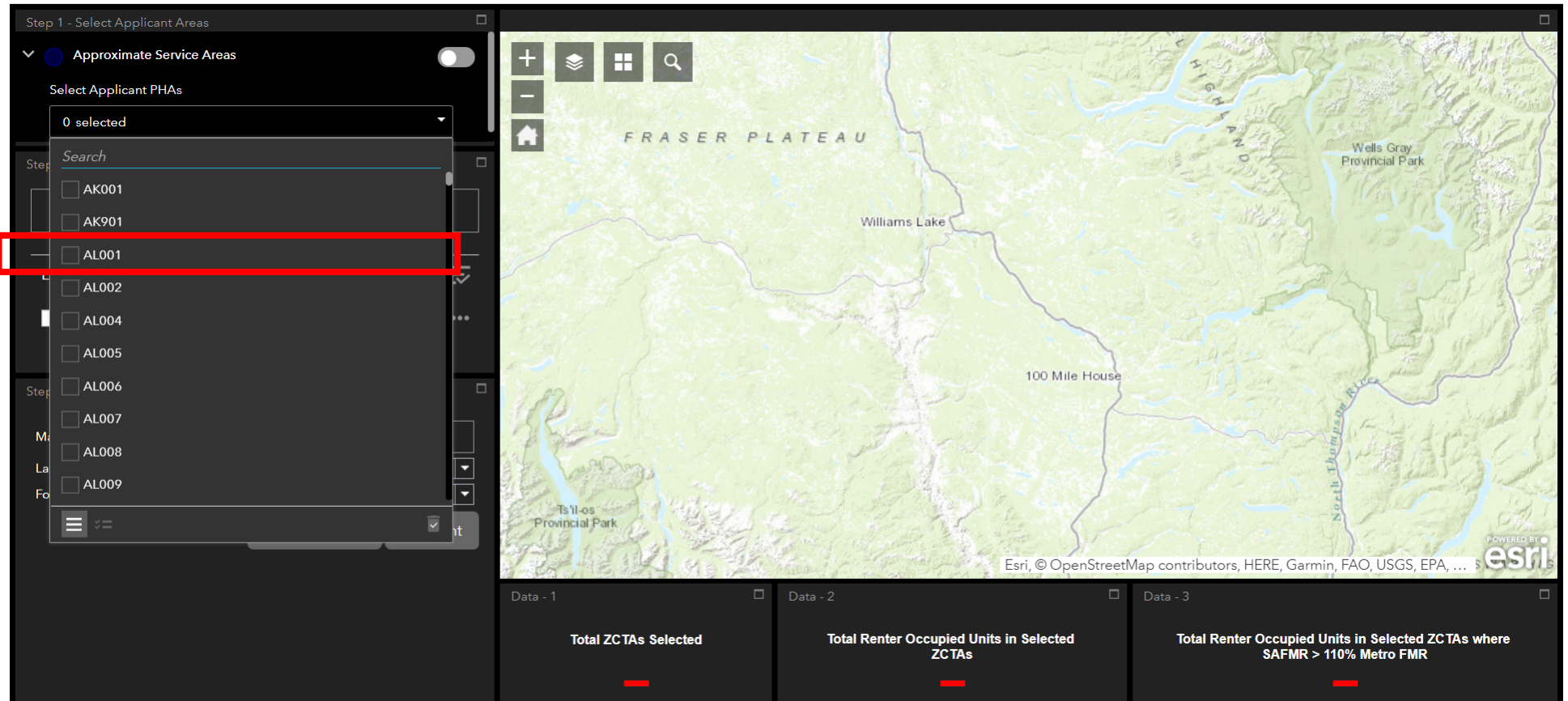
Step 6: Turn on the "Zip Code Tabulation Areas" layer by clicking the box next to the text. After you click on the box, the map to the right should display a map with two different colored layers.

Step 7: Confirm the PHA(s) selected match the map that has now appeared. The shapes surrounded by white lines are the zip code tabulation areas (ZCTAs). Note the yellow-green shaded ZCTAs are approximate service area for the PHA selected. The blue shaded ZCTAs are pulled in by the map because they are close to the selected PHA.


Each shape outlined by white is a ZCTA
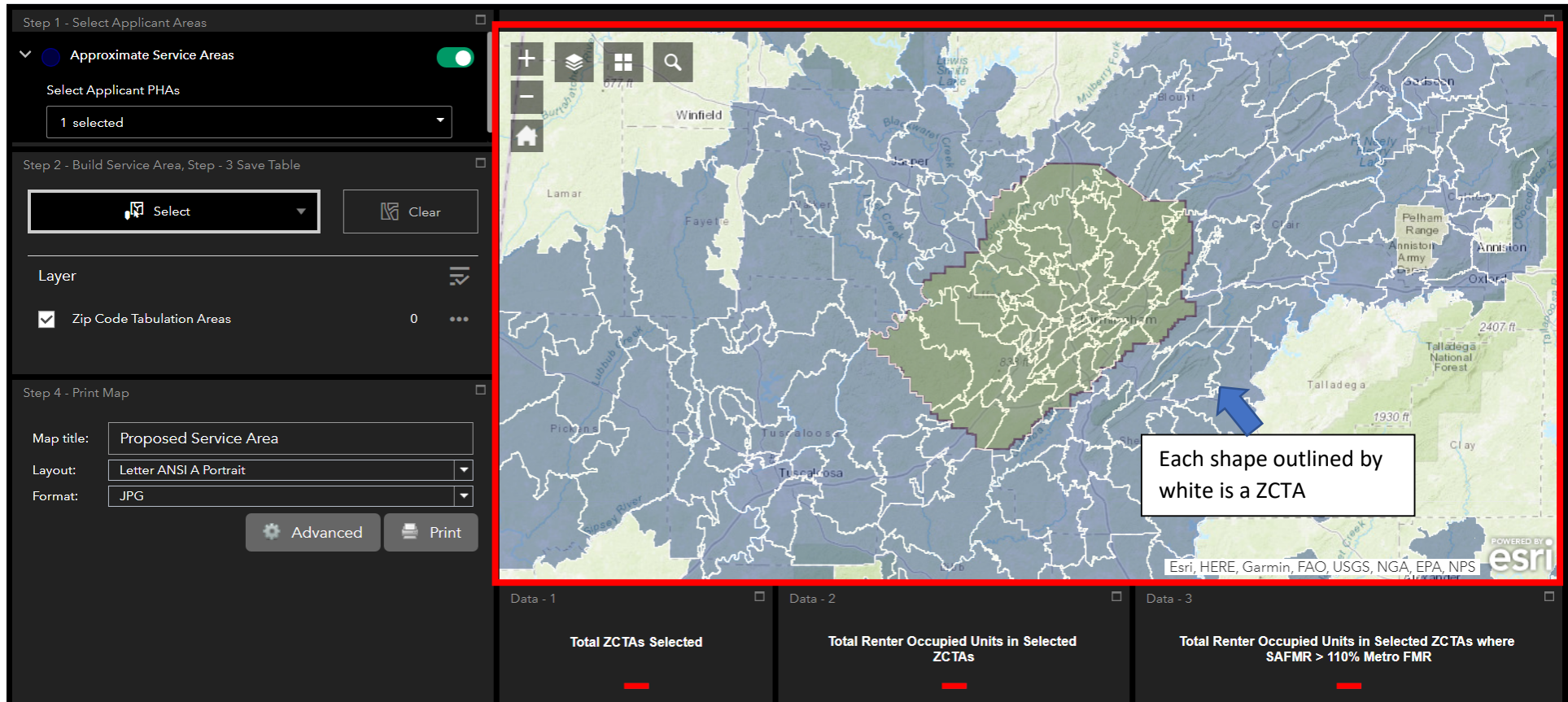
Step 8: Toggle the mouse over the map to begin selecting the ZCTAs for the PHA(s) service area.
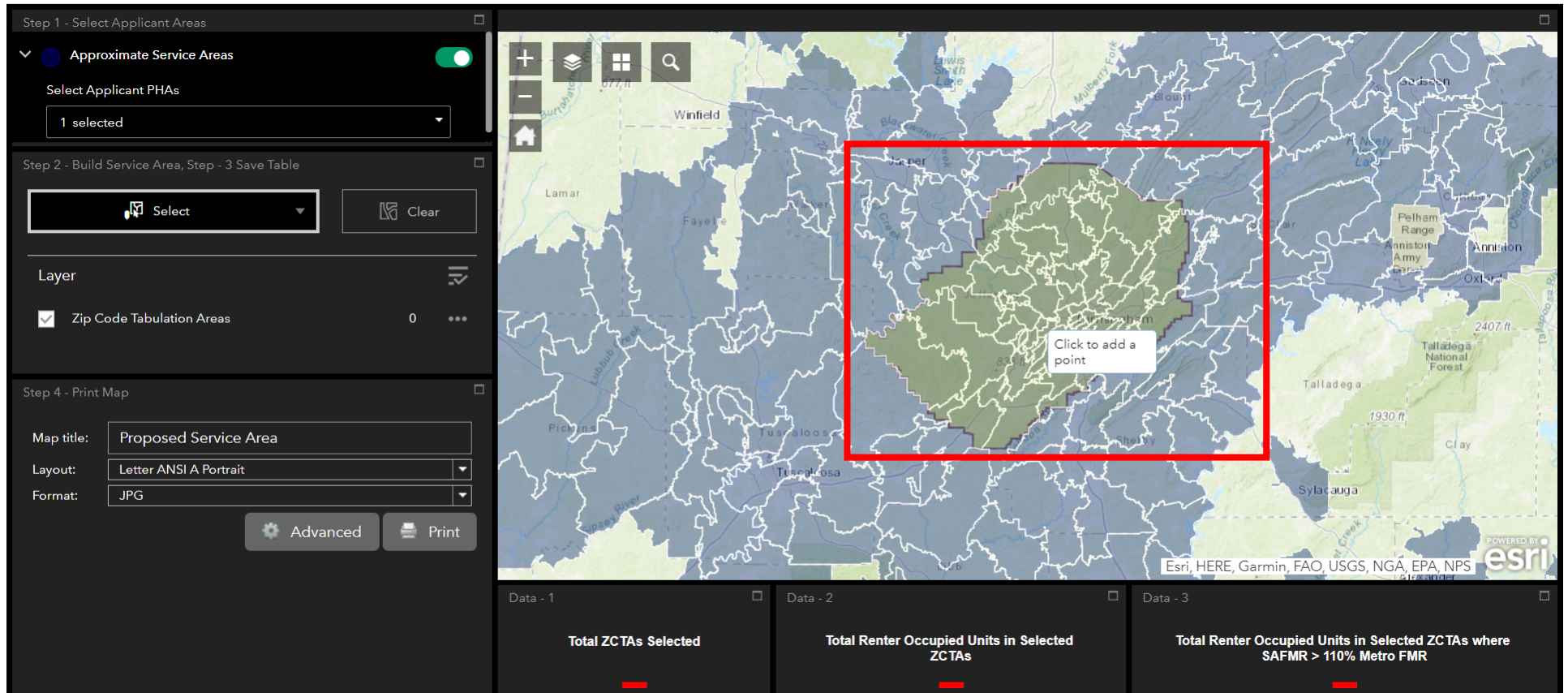
Step 9: Press the shift key and using your mouse, click on the ZCTAs the PHA is selecting as part of the service area. Tip: You must press SHIFT before and while clicking on the ZCTAs.

When you have selected a ZCTA it will be highlighted in red.

The three data fields at the bottom will automatically update as you select ZCTAs.
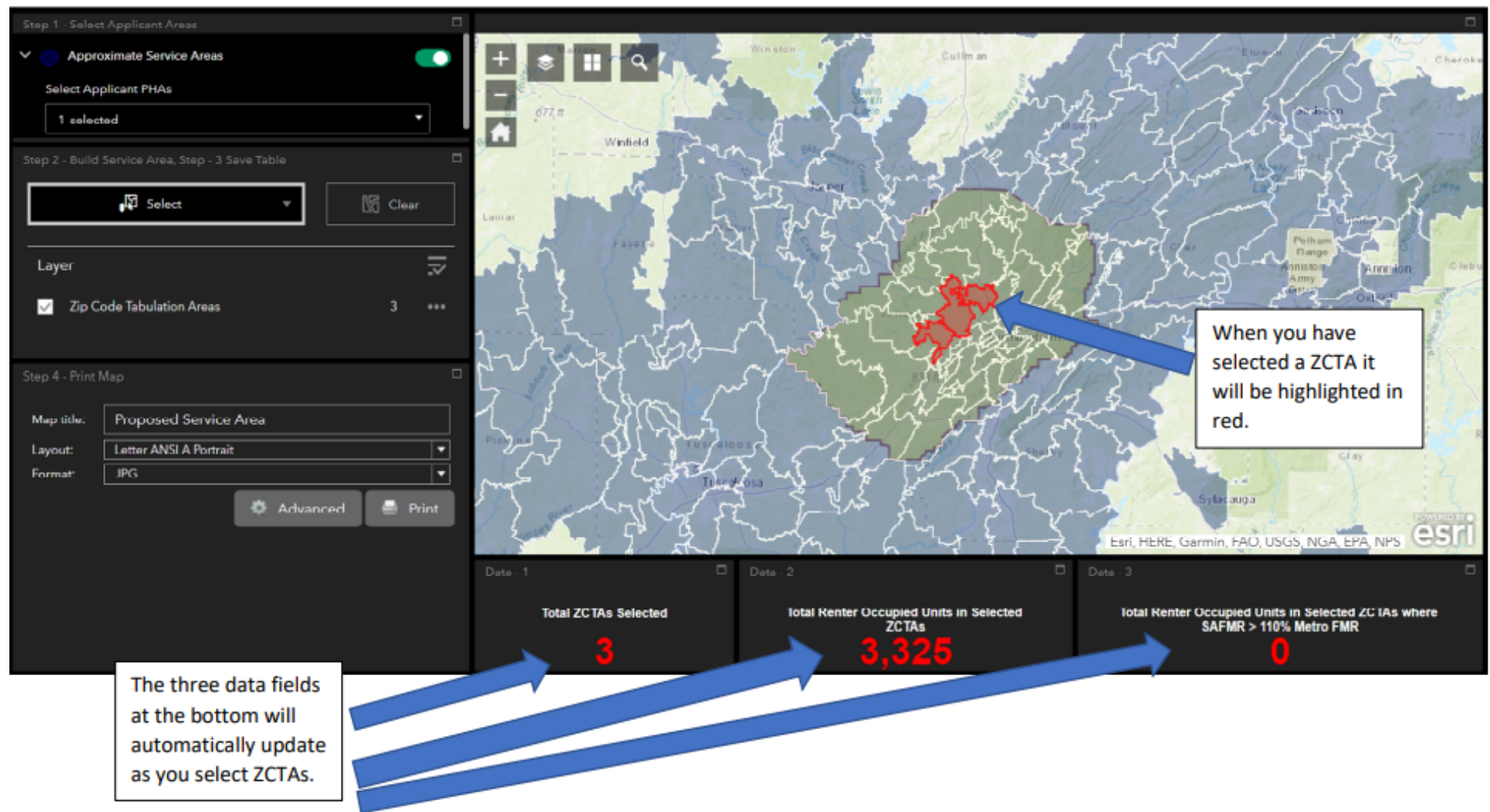
Step 10: Press and hold the SHIFT key and using your mouse, complete selecting all the ZCTAs for the PHA service area. Tips: You must press SHIFT before and while clicking on the ZCTAs. If you accidentally add a tract you can hold down the CTRL key to remove the census.
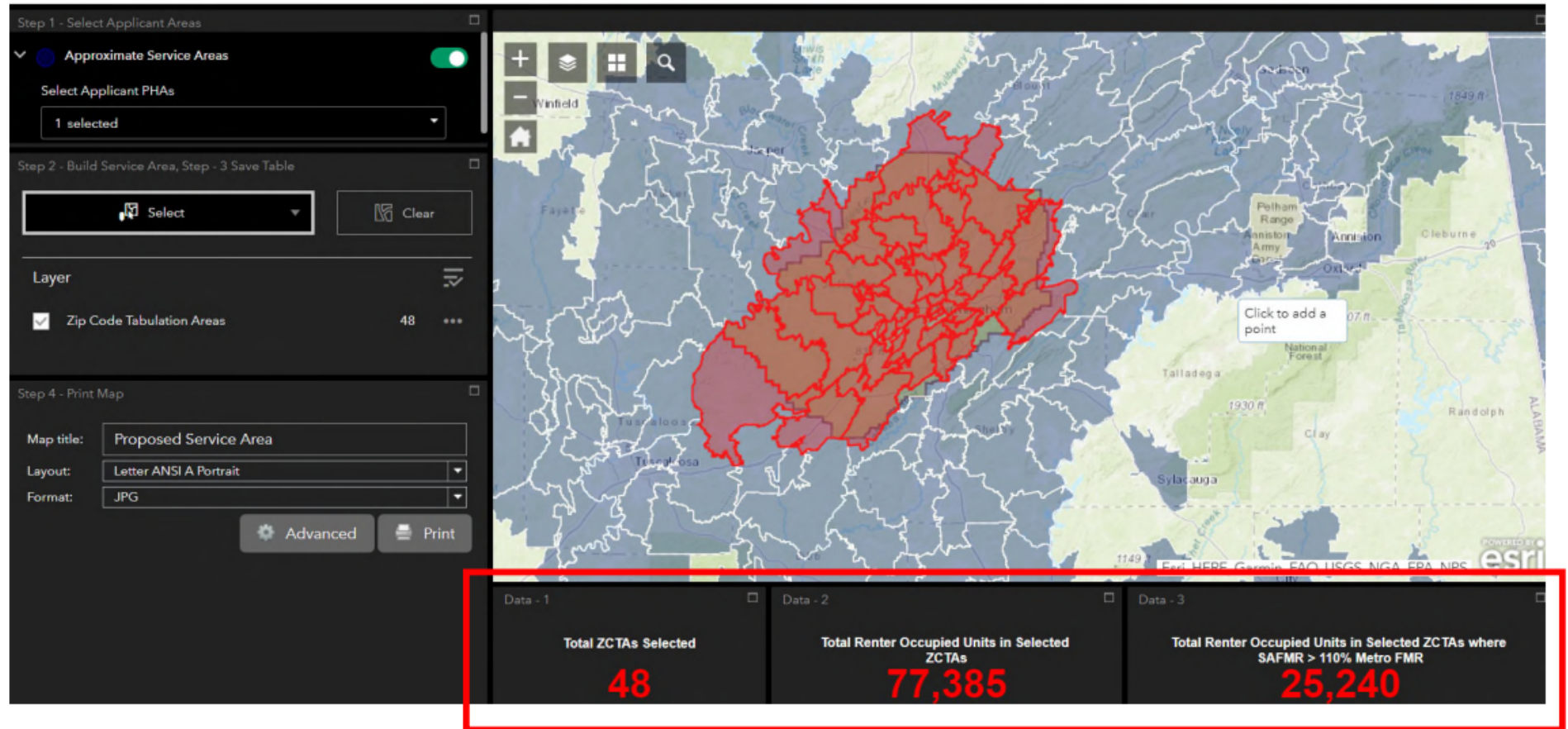
Step 11: Calculate the PHA's number and percentage of moderately priced rental units. In this example, the PHA has 77,385 renter occupied units in their service area. The PHA has 25,420 renter occupied units within the service area in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR. In this example, the PHA has 32.6% of its renter occupied within the service area in ZCTAs where the SAFMR is more than 110 percent of the Metropolitan Area FMR. This PHA would receive 15 points in Rating Factor 3. The PHA would submit this calculation as part of its application.
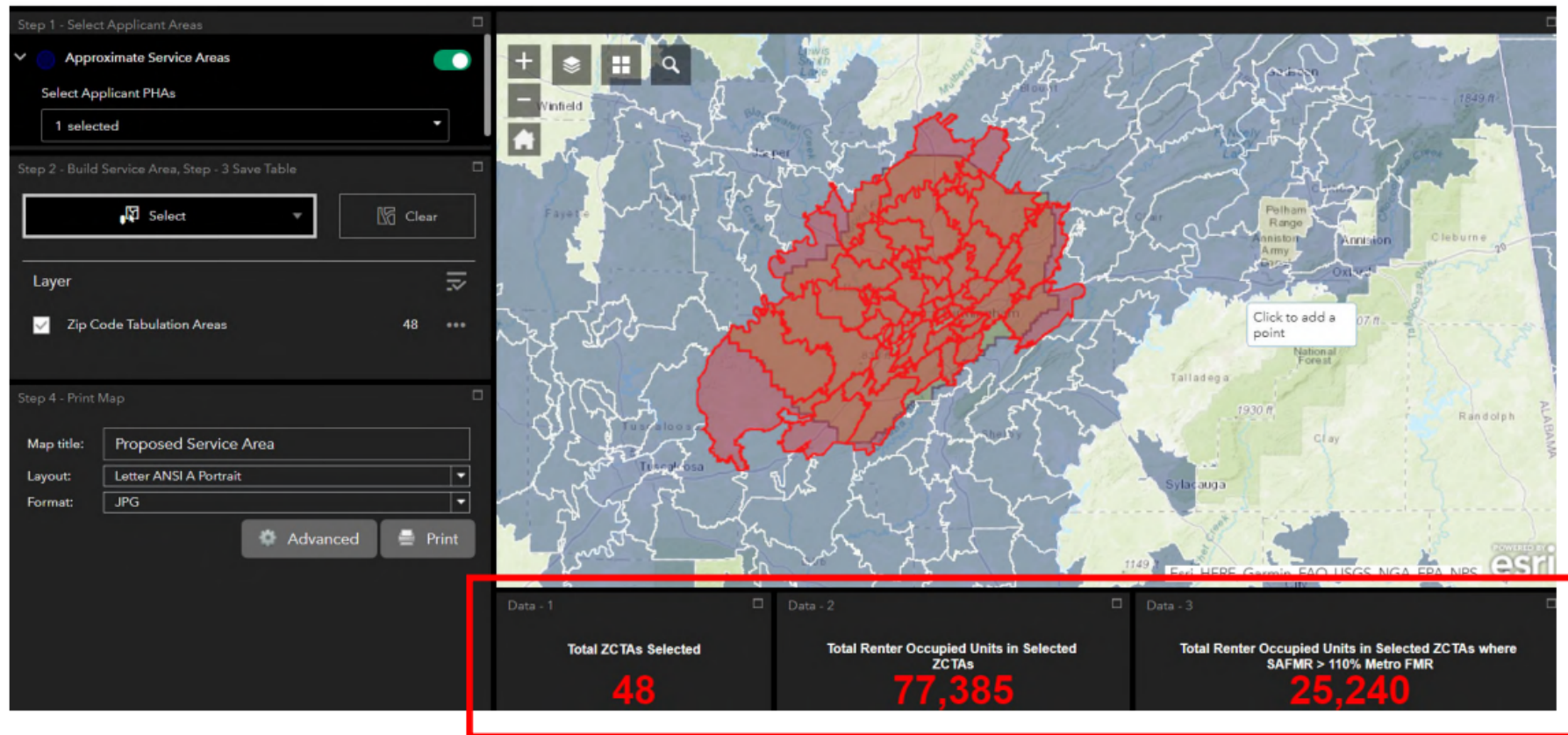
Step 12a: Begin generating a CSV file. Click to the right of the "Zip Code Tabulation Areas."

Step 12b: Generate a CSV file. Scroll down to selected "Export to CSV file." Once selected, the CSV file will generate and download.
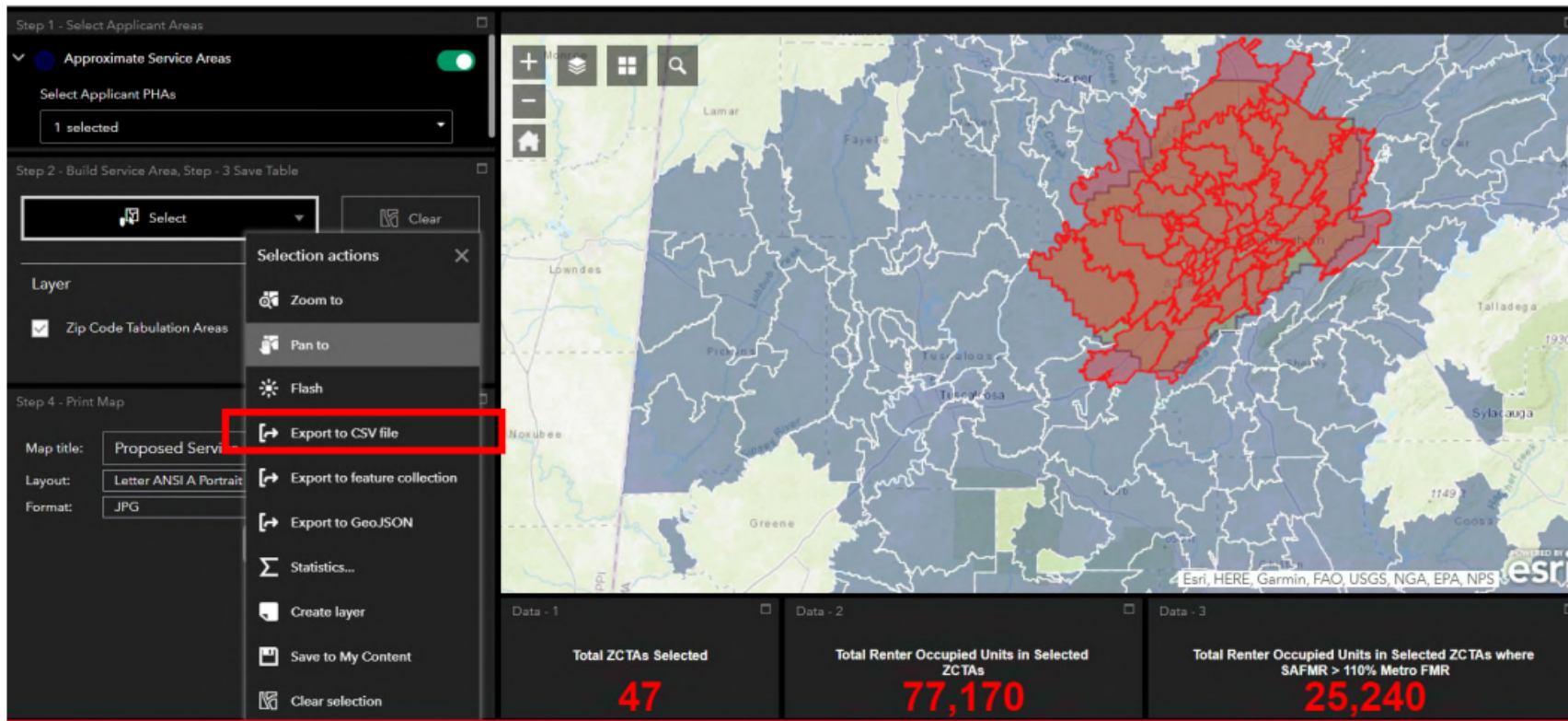
Step 12c: Open the CSV file and view the information. Confirm it contains all of the ZCTAs. Save the CSV file. In the screen shot below, you see a sample CSV file output. The column headers described in the table following the screen shot of the CSV file. The CSV file can be submitted as part of the documentation for the adequate number of moderately priced rental units.


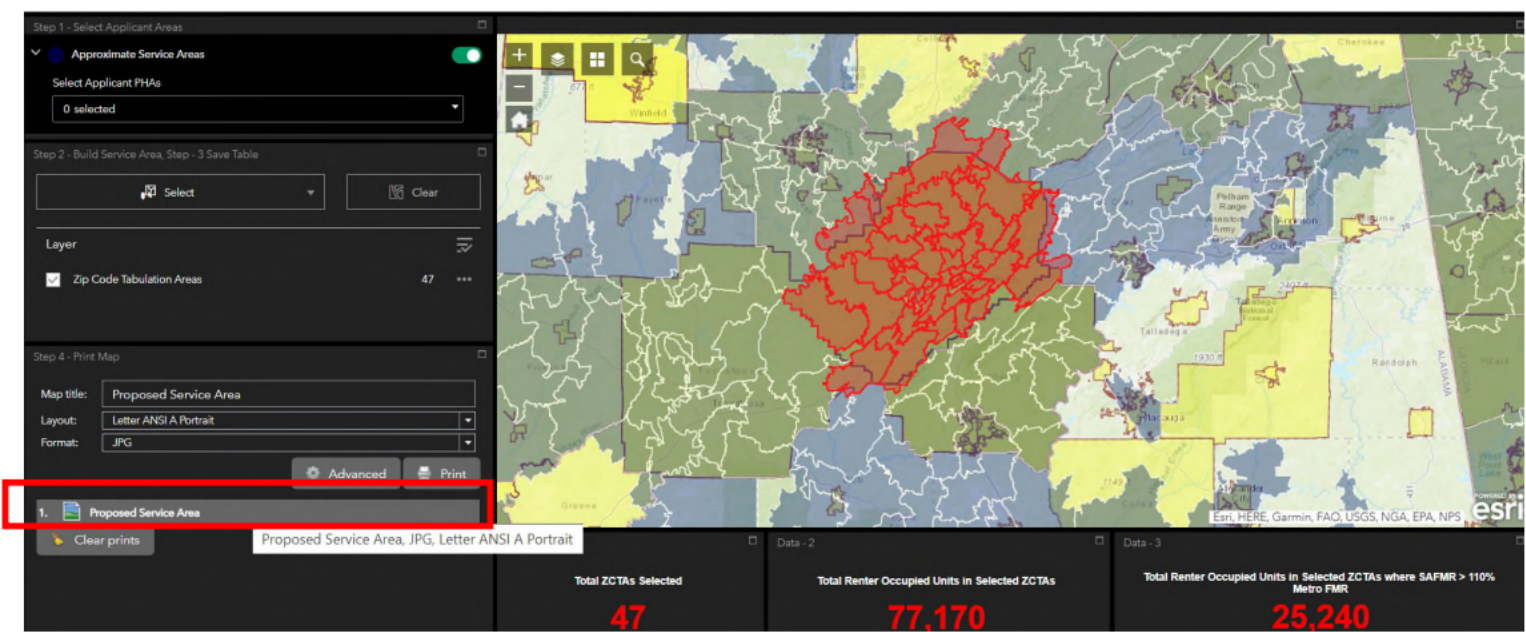| Column Headers and Descriptions of CSV File	
Column Name	**Column Description**
GEOID	Geographic identifier of the feature
METRO_2BR_FairMarketRent	Calculated Fair Market Rent (FMR) of a 2-bedroom housing unit in the METRO area that the Zip Code Tabulation Area (ZCTA) falls within
SAFMR_2BR_FairMarketRent	Calculated Small Area Fair Market Rent (SAFMR) of a 2-bedroom housing unit that the ZCTA falls within
Ratio_SAFMR_to_METRO	Ratio of the 2-bedroom SAFMR with the METRO 2-bedroom FMR
Total_RO_Units_ZCTA	Total Renter Occupied Units in the ZCTA
ROS_Units_ZCTA_110pct	Total Renter Occupied Units in the ZCTA where the SAFMR of a 2-bedroom housing unit is greater than 110% of the METRO FMR of a 2-bedroom housing unit
STATE	State abbreviation
PRIMARY_COUNTY	Primary county for which the Zip Code Tabulation Area is located.
pctZipPopCNTY	Percent of the Zip Code population located in the primary county.

Step 13: Click Print to begin saving a map of the service area.
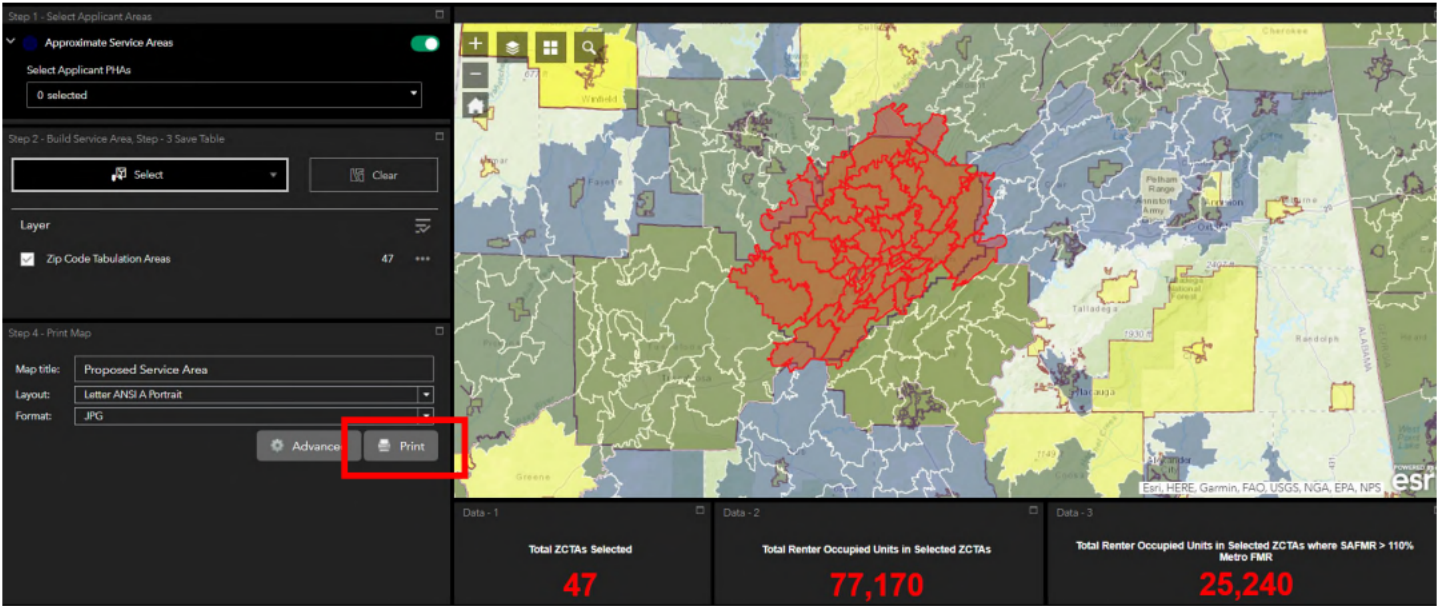
Step 13b: Notice the loading bar and wait for a jpg to be created. The map will be created based on your current map view.
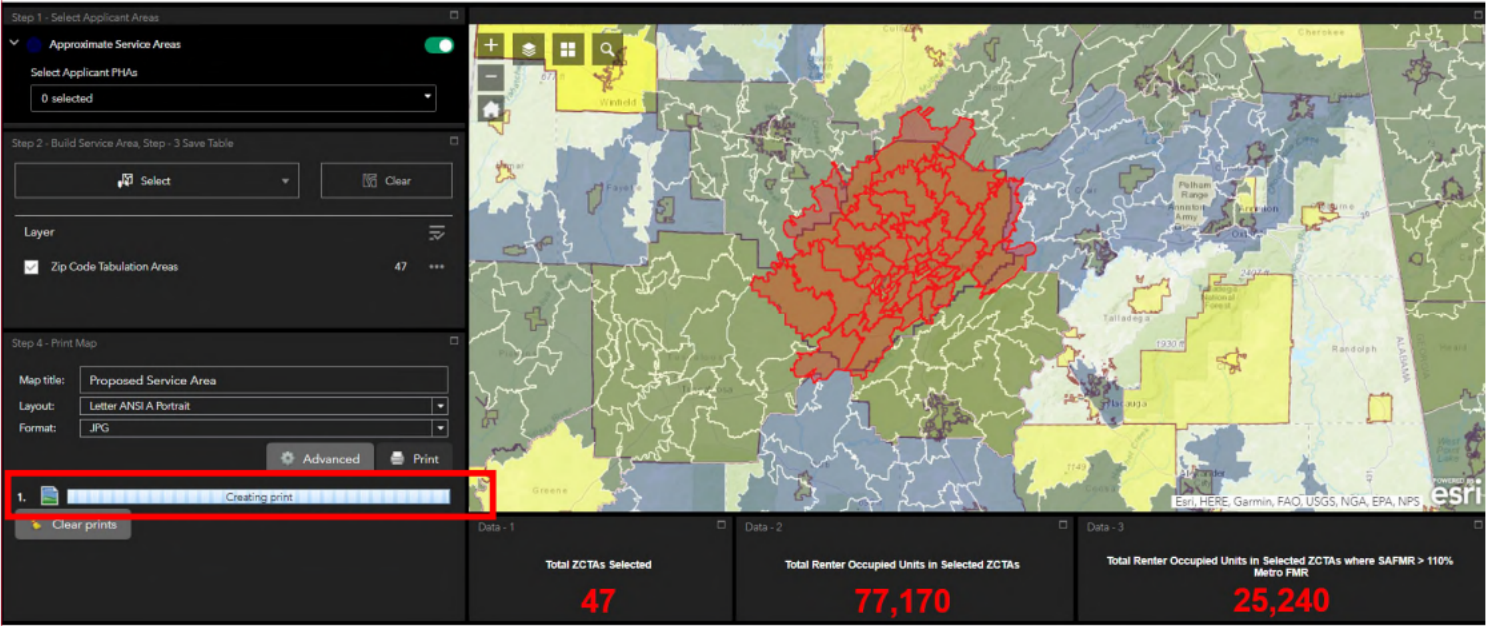
Step 13c: Open the JPG: The map will be complete loading and be available to view. Click on the icon labeled "proposed service area"

Step 13d: Save the JPG map. After you click on the icon, a new window will appear with the selected service area. The PHA should save this file. It can be submitted with the application along with the calculation for adequate number of moderately priced rental units.